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**MEMORANDUM FROM THE OFFICE OF THE PRESIDENT**  
**No. 03- DA , s. 2024**

TO : **Identified Personnel of the Office of the President and Records Section**

SUBJECT : **Revision of Unit Manual (Final Schedule)**

DATE : March 8, 2024



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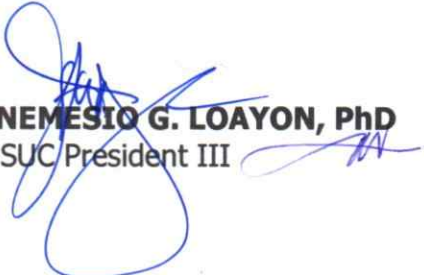
This is to inform you of the final schedule for the Revision of OP Unit Manual. It will be conducted on March 15-16, 2024 from 8:00 AM-5:00 PM at Spacebar, Cagwait, Surigao del Sur.

This revision is essential to ensure that the unit manual is up-to-date and reflects the latest policies and procedures. You are all expected to actively participate in the revision process and provide your input and suggestions. This collaborative effort will help the concerned office improve the effectiveness and efficiency of its operations.

All attendees are required to be there on time. Additionally, please bring laptop, extension wire, and printer for the session.

Participation is strictly enforced. If there is no output during the session, no Certificate of Participation and no Certificate of Appearance will be issued.

Your cooperation in this matter is highly appreciated.

  
**NEMESIO G. LOAYON, PhD**  
SUC President III